

Message Text

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DRLFTD BY S/S-S:GCHAPMAN, D/LOS:RCBREWSTER

APPROVED BY T - MR. MAW

S/S-S: MR. REDDY

S/S: MR. BORG

S/P: MR. VELIOTES

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STADIS//////////

LIMDIS FOR AMBASSADOR LEARSON FROM UNDERSECRETARY MAW -

E.O. 11652: N/A

TAGS: PLOS

SUBJECT: SOME SUGGESTIONS ON THE SECRETARY'S NEXT VISIT

1. BEARING IN MIND THE LESSONS DERIVED FROM THE SECRETARY'S ROUND OF LOS BILATERALS IN NEW YORK ON AUGUST 13, WE HAVE BEEN GIVING SOME THOUGHT HERE AS TO HOW WE CAN BEST PREPARE FOR A SECOND PROBABLE VISIT BY THE SECRETARY. I KNOW YOU HAVE BEEN THINKING ABOUT THIS TOO. IN ORDER TO ASSIST YOU WITH YOUR ADVANCE PLANNING, WE WISH TO OFFER THE FOLLOWING SUGGESTIONS. PLEASE FEEL FREE TO COMMENT ON THESE AND TO SUBMIT SUGGESTIONS OF YOUR OWN, INCLUDING, OF COURSE, ON HOW WE CAN IMPROVE PROCEDURES HERE.

2. SUBSTANTIVE COORDINATION: WE CONSIDER IT OF CRUCIAL IMPORTANCE THAT DEPARTMENT OFFICERS HELPING TO ORGANIZE THE

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VISIT BE ABLE TO LOOK TO A SINGLE POINT OF CONTACT WITHIN

THE US DELEGATION FOR PROMPT AND EFFECTIVE ASSISTANCE ON THE SUBSTANTIVE ASPECTS OF THE SECRETARY'S LOS PROGRAM. BY QUOTE SUBSTANTIVE ASPECTS ENDQTE WE HAVE IN MIND, INTER ALIA, PREPARATION AND SUBMISSION OF THE NECESSARY BRIEFING AND BACKGROUND MATERIALS; THE ACTUAL SCHEDULING OF MEETINGS; THE ASSIGNMENT OF QUALIFIED NOTETAKERS; AND THE PREPARATION OF THE NECESSARY REPORTING CABLES AND MEMORANDA OF CONVERSATION. WE WOULD APPRECIATE YOUR TAKING STEPS NOW TO APPOINT SUCH A COORDINATOR FROM WITHIN THE DELEGATION, WHOM WE WOULD ENVISAGE AS HAVING THE AUTHORITY TO ACT IN YOUR NAME AND AS BEING IN A POSITION TO COMMAND, WHERE NECESSARY, THE FULL RESOURCES OF THE DELEGATION. FROM OUR PERSPECTIVE AN EXCELLENT CANDIDATE FOR THIS POSITION WOULD BE OTHO ESKIN, ASSISTED BY COMMANDER MCKEW.

3. ADMINISTRATIVE/LOGISTICAL COORDINATION: SCOTT WITMER, OIC, HAS BEEN ASSIGNED TO COORDINATE ADMINISTRATIVE AND LOGISTICAL SUPPORT FOR THE SECRETARY'S VISIT. HE WILL WORK IN CLOSE CONJUNCTION WITH THE DELEGATION AND WITH US MISSION UN.

4. DEPARTMENT COORDINATION: THE DEPARTMENT COORDINATOR FOR THE SECRETARY'S VISIT WILL BE ROBERT C. BREWSTER, D/LOS, AND THE DEPUTY COORDINATOR WILL BE WILLIAM NEWLIN, D/LOS.

5. SECRETARIAT TEAM: THE SECRETARIAT TEAM WILL BE LED BY LEO REDDY, DIRECTOR, SECRETARIAT STAFF, AND GEOFFREY CHAPMAN, SECRETARIAT STAFF LINE OFFICER. AS SOON AS PLANNING DATES FOR THE SECRETARY'S VISIT ARE SET, YOU WILL BE RECEIVING MESSAGES ON SECRETARIAT REQUIREMENTS AND ADMINISTRATIVE SUPPORT ARRANGEMENTS ON WHICH THE LOSDEL AND USUN WILL JOINTLY NEED TO ACT.

6. PREPARATION OF BRIEFING MATERIALS: AS SOON AS THE SECRETARY HAS TAKEN FINAL DECISIONS ON A SECOND VISIT, WE WILL BE TRANSMITTING TO YOU A TASKING MEMORANDUM OUTLINING THE BRIEFING MATERIALS YOU WILL BE ASKED TO PREPARE. WE WILL OF COURSE GIVE YOU AS MUCH ADVANCE NOTICE AS POSSIBLE. WHILE WE ARE UNABLE AT THE MOMENT TO GIVE YOU LIMITED OFFICIAL USE

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SPECIFIC GUIDANCE AS TO TIMING OF YOUR SUBMISSIONS, WE SUGGEST THAT AS A GENERAL PRINCIPLE BRIEFING MATERIALS BE PREPARED SUFFICIENTLY FAR IN ADVANCE AS TO ARRIVE IN THE DEPARTMENT NO LATER THAN FOUR DAYS PRIOR TO HIS DEPARTURE FOR NEW YORK. THESE FOUR DAYS REPRESENT THE MINIMAL LEeway WE WOULD REQUIRE TO OBTAIN LATERAL CLEARANCES IN THE DEPARTMENT, TO REPRODUCE THE DOCUMENTS, AND TO SUBMIT THEM TO THE SECRETARY IN AMPLE TIME FOR HIS CONSIDERATION. WE

WOULD RECOMMEND THAT THOSE IN THE DELEGATION RESPONSIBLE FOR DRAFTING BRIEFING MATERIALS TRY TO PLAN THEIR WORK WITH THE ABOVE DEADLINE CLEARLY IN MIND; TO EMPHASIZE SUCCINCTNESS RATHER THAN COMPREHENSIVENESS; AND TO SUMMARIZE AND BUILD ON RATHER THAN TO REPEAT THE DETAILED BACKGROUND ANALYSIS PRESENTED IN MANY OF THE PAPERS FOR THE AUGUST 13 BILATERALS AND IN YOUR MEMORANDA TO THE SECRETARY OF JULY 9, 23 AND 30, AND AUGUST 17.

7. SUBMISSION OF BRIEFING MATERIALS TO THE DEPARTMENT: UPON REFLECTION WE BELIEVE THAT IT WOULD CONSERVE TIME AND ENERGIES AT BOTH ENDS IF THE DELEGATION WERE TO PREPARE BRIEFING MATERIALS IN FINAL TYPED FORM IN NEW YORK RATHER THAN TRANSMITTING THEM TO THE DEPARTMENT BY CABLE FOR FINALIZING HERE. WE WILL BE EXAMINING WITH OIC HERE THE POSSIBILITY OF FUNDING A SPECIAL SERIES OF COURIER RUNS FROM NEW YORK TO WASHINGTON TO MOVE THIS FINISHED PRODUCT TO THE DEPARTMENT FOR CLEARANCE, RETYPING WHERE NECESSARY AFTER CLEARANCE, REPRODUCTION AND ASSEMBLY IN BRIEFING BOOKS. IN TERMS OF FORMAT, THE VARIOUS MEMORANDA SUBMITTED FOR THE AUGUST 13 BILATERALS -- COPIES OF WHICH ARE IN THE BRIEFING BOOKS IN YOUR POSSESSION -- SHOULD SERVE AS EXAMPLES. KISSINGER

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